PIMA COUNTY
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
FEMA/EFSP Phase XXXIII
Funding Allocation Meeting Minutes
Wednesday July 27, 2016 & Thursday, July 28, 2016 1-3pm
Pima County Housing Center
801 W. Congress
Tucson Arizona 85745

MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS
Present          Jill Rich
                 Barry Weisband
                 Cammie Dirrim
                 Evelyn Gonzales
                 Jamie Snyder
                 John Blackburn
                 Linda Shmyr
                 Lori Aldecoa
                 Margaret Higgins
                 Philip Pierce
                 Pia Seebach-York
                 Terri Patt-Smith
                 Russell Crossan Represented Vikki Marshall


COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
DEPARTMENT STAFF
John Matheny- Special Populations Program Coordinator
Daniel Tylutki – Program Manager
Erin Badger – Special Staff Assistant
Isabel Camarena – Administrative Specialist

CALL TO ORDER
Acting Chair Jill Rich called meeting to order at 1:06 pm

ROLL CALL OF BOARD
Quorum satisfied

PLEDGE OF ALLEGIANCE
ELECTION OF BOARD CHAIR FOR PHASE XXXIII
Ms. Rich requested a motion to select new Board Chair.
Terri Patt-Smith moved to nominate acting Chair Jill Rich to be re-nominated for Board Chair.
John Blackburn- Seconded
Motion passed unanimously

INTRODUCTION
Acting Chair Jill Rich welcomed board members and asked board and guest to introduce and state the agency that they represent.

Ms. Rich briefed the board on the FEMA process, guidelines and requirements. Ms. Rich reviewed the list of non-allowable items. Ms. Rich addressed questions from the board. She clarified that back packs are not allowable and clarified that water purchase and bags of food are allowable items.

ADMINISTRATIVE MATTERS

a. Approval of Meeting Agenda XXXIII
   Ms. Rich requested motion to approve agenda
   Ms. Terri Patt-Smith move to approve Phase XXXIII agenda
   Mr. Barry Weisband – Seconded
   Motion passed unanimously

b. Approval of minutes from phase XXXII 09/10/2015
   Ms. Rich motioned to approve minutes
   Ms. Evelyn Gonzales - moved to approve September minutes
   Mr. John Blackburn- Seconded
   Motion passed unanimously

c. Discuss and Approve Phase XXXIII Allocations/Allowances
   1. Award $434,920.00; Administrative Allowance $8,698.00
      Ms. Rich announced the total award amount of $434,920.00 with the maximum allowable administrative expenses is $8,698.00 amount of which is included in total award amount.
      Mr. John Blackburn moved to approve
      Ms. Margaret Higgins - Seconded
      All in Favor
      Motion passed unanimously

   2. Per Diem Rate Allowance
      • $12.50 per night for Mass Shelter
      • $2.00 per meal for Mass Feeding
      Ms. Evelyn Gonzales moved to approve
      Ms. Terri Patt-Smith - Seconded
      All in Favor
Motion passed unanimously

3. Funding Period End Date-March 31, 2017
   Ms. Margaret Higgins moved to approve
   Mr. Barry Weisband - Seconded
   All in Favor
   Motion passed unanimously

BREAK INTO SUBCOMMITTEES
   a. Discuss Proposals
      The Board separated into Subcommittees at 1:40pm, the board reconvened at
      2:45pm.

OTHER BUSINESS – None

CONTINUATION OF MEETING
Ms. Rich requested a motion continue meeting for July 28, 2016 at 1:00pm.
Ms. Margaret Higgins moved to approve
Ms. Terri Patt-Smith - Seconded
Motion passed unanimously

ADJOURNMENT
Meeting adjourned at 3:00pm

THURSDAY, JULY 28, 2016

CALL TO ORDER
Acting Chair Jill Rich called meeting to order, reconvening the meeting from Wednesday
7/27/16 meeting at 1:10 pm

ROLL CALL
Quorum satisfied

PLEDGE OF ALLEGIANCE

INTRODUCTIONS
Members and guests introduced themselves and named the agency they represented.

BREAK INTO SUBCOMMITTEES
Chair rich indicated that Groups A and B had some work to do. The Board broke into
groups at 1:05 PM. Groups returned at 1:25 PM. Chair Rich indicated the allocations
from each group were to be on the spreadsheet and suggested to stay within $4000 and be
averaged. Both groups agreed to the process.
ALLOCATIONS DECISIONS

a. Allocations were reviewed
b. There was a brief discussion regarding the application requests from Old Pueblo Community Services. Due to insufficient information and unclear applications, both groups A & B agreed not to fund Old Pueblo Community Services.
c. The final recommendations were reviewed: Spreadsheet enclosed.

Ms. Margaret Higgins move to approved the average for groups A&B per the spreadsheet
Ms. Terri Patt-Smith - Seconded
Motion passed unanimously

Mr. John Blackburn moved to approve allocation adjustment of $1000
Ms. Linda Shmyr – Seconded
Motion passed unanimously

APPEAL MEETING
Monday August 8, 2016 at 1:00pm.

NEXT MEETING
Discussion held on future meeting time and also requested a copy a template to better calculate allocations. The Board agreed on having the next meeting in one day for four (4) hours.

MEETING ADJOURNMENT
Ms. Terri Patt-Smith moved to adjourn the meeting at 2:01
Ms. Linda Shmyr - Seconded
Motion passed unanimously

Minutes submitted by Isabel Camarena